
County Executive

MISSION STATEMENT

The Office of the County Executive provides political leadership to the community and administrative direction to the County's departments and offices. The Office is committed to providing accurate, timely, and effective support to the County Executive and the Chief Administrative Officer (CAO) as they carry out their responsibilities to residents and employees of Montgomery County in an atmosphere that is characterized by excellence, efficiency, openness, equity, and integrity.

BUDGET OVERVIEW

The total approved FY15 Operating Budget for the Office of the County Executive is \$5,058,212, an increase of \$161,885 or 3.3 percent from the FY14 Approved Budget of \$4,896,327. Personnel Costs comprise 87.9 percent of the budget for 31 full-time positions and five part-time positions, and a total of 31.60 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 12.1 percent of the FY15 budget.

LINKAGE TO COUNTY RESULTS AREAS

The Office of the County Executive supports and also enforces all eight of the County Results Areas.

PERFORMANCE MEASURES

The primary focus of the Office of the County Executive is to provide policy direction, reinforce accountability, and ensure the achievement of results for our residents. In support of these objectives, this office primarily uses the following tools to measure the effectiveness of the policy directions provided to County departments:

1. Departmental performance plans, headline performance measures and program performance measures that are reviewed and monitored on a routine basis;
2. A “Dashboard” reporting system on departments’ headline performance measures and program performance measures that monitors and reports to the public, in real time, the County’s successes and challenges; and
3. High level indicators of County performance and quality of life, that serve as a barometer of County performance benchmarked against a regional and national grouping of comparable jurisdictions.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***Kicked off seven projects via the new Innovation Program, including projects dealing with autism technology, open data, food access, interactive touchscreen kiosks, 21st century libraries, and text-to-give.***
- ❖ ***Launched a website for the Innovation Program to solicit ideas from residents and provide updates on projects.***
- ❖ ***Organized three new first-of-a-kind events for the County: a Hackathon in association with the National Day of Civic Hacking, a Montgomery County Data Science Meet-up, and an Open Data Town Hall.***
- ❖ ***Opened the County’s first Innovation Lab at Wheaton High School and assisted with the planning of a project-based curriculum, in collaboration with Montgomery County Public Schools.***
- ❖ ***Created a DC-Regional performance management practitioners consortium to enable the promotion of the CountyStat model, sharing of best practices, benchmarking, and cross-jurisdictional learning opportunities.***
- ❖ ***CountyStat received a Certificate of Excellence Award from ICMA’s Center for Performance Measurement; Montgomery County was one of only 28 jurisdictions in the United States to receive this highest level of recognition.***
- ❖ ***Monitored implementation of 187 recommendations contained in 31 reports issued since FY 2010 by Internal Audit, the Inspector General, and the Office of Legislative Oversight. Departments have reported that most of the recommendations have already been implemented.***

- ❖ **Issued ten new audit reports that included 39 recommendations for improving internal controls and programmatic operations throughout County government.**
- ❖ **Conducted six live training sessions on accountability and internal controls.**
- ❖ **Productivity Improvements**
 - **CountyStat's continuous attention to overtime use across County departments has resulted in a reduction of the cost of an hour of overtime in FY13 from FY12 levels.**
 - **CountyStat administered the development, distribution and analysis of several internal and external surveys.**

PROGRAM CONTACTS

Contact Sonetta Neufville of the Office of the County Executive at 240.777.2516 or Jahantab Siddiqui of the Office of Management and Budget at 240.777.2795 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

County Executive - Policy Planning and Development

The County Executive oversees the enforcement of the laws of Montgomery County and provides executive direction to all departments and offices of the County government. The County Executive develops policies; proposes services, programs, budgets, and legislation to the County Council; adopts Executive Orders and Regulations; and appoints citizens to boards, committees, and commissions.

FY15 Approved Changes	Expenditures	FTEs
FY14 Approved	998,233	7.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	26,603	0.00
FY15 Approved	1,024,836	7.00

Chief Administrative Officer - Oversight of Executive Branch Departments

The Chief Administrative Officer (CAO) oversees the operations and services of all departments and offices of the Executive Branch. The CAO also advises the County Executive on all administrative and government operations/service related matters and coordinates final review and decision-making on policies, programs, service delivery, budgets, legislation, regulations and related matters. The CAO uses the following tools to carry out his responsibilities:

- 1) CountyStat provides a forum for ongoing monitoring and measurement of the effectiveness and efficiency of County government services in order to improve performance, reinforce accountability and focus on results.
- 2) The Constituent Services section coordinates responses to correspondence and electronic mail from our residents and identifies community/residents concerns that require special attention/response.
- 3) The Criminal Justice Coordinating Commission (CJCC) function seeks to enhance cooperation among the agencies involved in the criminal justice system in Montgomery County and to ensure that they address the issues facing the system.
- 4) The Innovation program provides an organized enterprise approach to innovation in Montgomery County. The core function of this program is to engage County employees and residents in order to facilitate innovation and assist with the design, development and implementation of innovative ideas.
- 5) White Flint Sector Plan implementation is managed by the Implementation Coordinator to ensure that the various public and private elements of the Plan are met. The White Flint area has a State designation as a Transit Oriented Development area. That TOD designation requires that specific performance measures be met by development projects.
- 6) Smart Growth Initiative related development projects are coordinated and facilitated by this office. Multiple development projects involving various County agencies, the Maryland-National Capital Park and Planning Commission and Montgomery County Public Schools are involved in this initiative.

FY15 Approved Changes	Expenditures	FTEs
FY14 Approved	3,133,466	19.60
Increase Cost: Annualization of FY14 Personnel Costs	7,110	1.00
Increase Cost: Motor Pool Rate Adjustment	1,967	0.00
Increase Cost: Printing and Mail	1,162	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	94,642	0.00
FY15 Approved	3,238,347	20.60

Base Realignment and Closure Grant

This program coordinates the review and analysis of referrals regarding Bethesda Naval Base Realignment related matters and also manages the Base Realignment and Closure grant.

FY15 Approved Changes	Expenditures	FTEs
FY14 Approved	126,620	1.00
Increase Cost: BRAC Grant Personnel Cost Increase	3,152	0.00
Increase Cost: Annualization of FY14 Personnel Costs	586	0.00
FY15 Approved	130,358	1.00

Internal Audit

The Internal Audit program provides independent strategic risk-based auditing services. The core function of this program is to improve internal controls and provide reasonable assurance of reliable financial reporting; effective and efficient operations; legal and regulatory compliance; fraud investigations and deterrence; and the safeguarding of County assets.

FY15 Approved Changes	Expenditures	FTEs
FY14 Approved	409,464	1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	7,422	0.00
FY15 Approved	416,886	1.00

Administration

The Administration program provides budget development and analysis, fiscal and inventory control, personnel and payroll management, training and supervision, procurement, and contract administration.

FY15 Approved Changes	Expenditures	FTEs
FY14 Approved	228,544	2.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	19,241	0.00
FY15 Approved	247,785	2.00

BUDGET SUMMARY

	Actual FY13	Budget FY14	Estimated FY14	Approved FY15	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	2,911,068	3,232,539	3,212,026	3,329,595	3.0%
Employee Benefits	863,032	933,171	966,574	991,133	6.2%
County General Fund Personnel Costs	3,774,100	4,165,710	4,178,600	4,320,728	3.7%
Operating Expenses	394,510	603,997	509,201	607,126	0.5%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	4,168,610	4,769,707	4,687,801	4,927,854	3.3%
PERSONNEL					
Full-Time	1	28	28	30	7.1%
Part-Time	0	5	5	5	—
FTEs	1.00	29.60	29.60	30.60	3.4%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	96,204	96,491	96,491	99,558	3.2%
Employee Benefits	18,160	25,645	25,645	26,316	2.6%
Grant Fund MCG Personnel Costs	114,364	122,136	122,136	125,874	3.1%
Operating Expenses	43,713	4,484	4,484	4,484	—
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	158,077	126,620	126,620	130,358	3.0%
PERSONNEL					
Full-Time	28	1	1	1	—
Part-Time	5	0	0	0	—
FTEs	27.20	1.00	1.00	1.00	—
REVENUES					
Federal Grants	158,077	126,620	126,620	130,358	3.0%
Grant Fund MCG Revenues	158,077	126,620	126,620	130,358	3.0%
DEPARTMENT TOTALS					
Total Expenditures	4,326,687	4,896,327	4,814,421	5,058,212	3.3%
Total Full-Time Positions	29	29	29	31	6.9%
Total Part-Time Positions	5	5	5	5	—
Total FTEs	28.20	30.60	30.60	31.60	3.3%
Total Revenues	158,077	126,620	126,620	130,358	3.0%

FY15 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY14 ORIGINAL APPROPRIATION	4,769,707	29.60
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY15 Compensation Adjustment	134,061	0.00
Increase Cost: Retirement Adjustment	7,957	0.00
Increase Cost: Annualization of FY14 Personnel Costs [Chief Administrative Officer - Oversight of Executive Branch Departments]	7,110	1.00
Increase Cost: Group Insurance Adjustment	5,890	0.00
Increase Cost: Motor Pool Rate Adjustment [Chief Administrative Officer - Oversight of Executive Branch Departments]	1,967	0.00
Increase Cost: Printing and Mail [Chief Administrative Officer - Oversight of Executive Branch Departments]	1,162	0.00
FY15 APPROVED:	4,927,854	30.60
GRANT FUND MCG		
FY14 ORIGINAL APPROPRIATION	126,620	1.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: BRAC Grant Personnel Cost Increase [Base Realignment and Closure Grant]	3,152	0.00
Increase Cost: Annualization of FY14 Personnel Costs [Base Realignment and Closure Grant]	586	0.00

	Expenditures	FTEs
FY15 APPROVED:	130,358	1.00

PROGRAM SUMMARY

Program Name	FY14 Approved		FY15 Approved	
	Expenditures	FTEs	Expenditures	FTEs
County Executive - Policy Planning and Development	998,233	7.00	1,024,836	7.00
Chief Administrative Officer - Oversight of Executive Branch Departments	3,133,466	19.60	3,238,347	20.60
Base Realignment and Closure Grant	126,620	1.00	130,358	1.00
Internal Audit	409,464	1.00	416,886	1.00
Administration	228,544	2.00	247,785	2.00
Total	4,896,327	30.60	5,058,212	31.60

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY14		FY15	
		Total\$	FTEs	Total\$	FTEs
COUNTY GENERAL FUND					
CIP	CIP	132,309	1.00	189,998	2.00

FUTURE FISCAL IMPACTS

Title	APPR.	(\$000's)				
	FY15	FY16	FY17	FY18	FY19	FY20
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY15 Approved	4,928	4,928	4,928	4,928	4,928	4,928
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	29	29	29	29	29
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.						
Labor Contracts - Other	0	-3	-3	-3	-3	-3
These figures represent other negotiated items included in the labor agreements.						
Subtotal Expenditures	4,928	4,954	4,954	4,954	4,954	4,954

